

INSTRUCTIONS FOR SUBORDINATION AGREEMENT

In accordance with Greene County Recorder's Office Regulations for recording

- Fill in the Book and Page of the Deed of Trust.
- Fill in the name of the Subdivision being platted.
- One corporate officer of the lienholder's firm must sign. Print names below ALL signatures. Sign in black or dark ink. Affix the lienholder's corporate seal or write "No Seal."
- List the lienholder's firm name beside "Corporate Name" and beside "Grantor's Name." Put the lienholder's address beside "Grantor's Address." (**Not** the owner's name and address)
- The Notary Public must witness each signature, sign the document, print his/her name below the signature and affix the notary seal.
- Don't put anything in the margins of the page, including seals. There must be a 3 inch clear margin on the top of the first page. All other margins must be a minimum of 3/4 inch. No white-out or any fax or internet printing is permitted on any page.
- Fill in all blanks, including dates and addresses where required.
- Put the legal description of the property being platted on the second page. Either type the description on the page; attach a different page that maintains the above margins; or tape the description on the page and photocopy it before stapling the photocopy to the 1st page. The Recorder's Office will not accept tape on a document.